

# **Plan for Cleaning and Disinfecting the UCPP Facilities and Insuring Provisions are made to prevent the Spread of COVID-19**

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## **References:**

1. CDC Centers for Disease Control and Prevention Coronavirus Disease 2019 (COVID-19) Cleaning and Disinfection for Community Facilities 4/1/20
2. Reopening New York – Phase II Guidelines for Religious and Funeral Services
3. Wisconsin Council of Churches – Returning to Church 4/23/20
4. NYS Department of Health NY Forward Safety Plan Template
5. Guidelines for Reopening - Grand Canyon and de Christo Presbyteries
6. UMC UNY Church Reopening Guidelines
7. Plus numerous resources referenced in above documents.

## **Procedure for Cleaning and Disinfecting the UCPP Facilities and insuring provisions are made to prevent the spread of COVID-19**

1. All rooms will have signage giving the maximum occupancy to maintain “social distances”.
2. Clear marking of the sanctuary designated seating will be completed.
  - a. Some pews will likely be removed and/or marked off.
  - b. OR we have can rope off “not to use”
  - c. Specific decisions on this approach can be determined after physical inspection
3. All exterior doors will have signage to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE (face masks), and cleaning and disinfecting protocols.
4. “Touch free” alcohol-based hand sanitizer containers containing 70% or more alcohol will be mounted in all rooms. The PPCFC custodian is responsible for keeping the containers full.
5. The Fellowship Hall, Narthex, Sanctuary, Nursery, Choir Room, and Kitchen will be closed during the week to reduce the required amount of cleaning and disinfecting.
6. The Men and Women’s restrooms will include signage to allow only one person in each restroom at a time, to please knock before entering, and requirement to wipe all services before leaving.
7. The Pastor’s Office, church office, conference room, pantry, classroom E2, hallway, and bathrooms will remain open with daily cleaning and disinfecting.
  - a. EPA-approved disinfectants as shown on EPA List N: Products with Emerging Viral Pathogens AND Human Coronavirus claims for use against SARS-CoV-2 will be used.

- b. High touch surfaces including tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc. to be cleaned after each use and at least daily.
  - c. Surfaces will be cleaned using soap and water and then disinfectant.
  - d. Cleaning personnel to wear disposable gloves for cleaning and disinfecting.
- 8. A continuous supply of disposable face masks & gloves will be purchased and provided by the PPCFC for the PPCFC and UCPP staff e.g. Pastor, Admin Support, Choir Director, and Custodian.
- 9. The PPCFC custodian will maintain a logbook documenting date, time, and scope of cleaning. The logbook will be kept in the Church office close to the time clock.
- 10. All appropriate personnel (custodian, admin. Support, Pastor, choir director, PPCFC Treasurer, UCPP Treasurer, etc.) will be trained on the appropriate use of cleaning and disinfection chemicals.
- 11. Employees, when they enter the building, will answer the COVID risk questionnaire and take their temperature. PPCFC is responsible for procuring at least one contactless thermometer for this purpose.
  - a. Members coming in after hours are required to log in and disinfect all surfaces touched prior to leaving.
- 12. The UCPP Admin. Support person is responsible for maintaining a log of each person that enters the site during working hours (excluding deliverers and volunteers with appropriate PPE or through contactless means). The log will be kept outside the church office in a visible location.
- 13. The following procedure will be followed if someone who visited the church facility and is subsequently diagnosed with COVID-19. The procedure is based on CDC guidelines.
  - a. The UCPP Board Chairperson or designee is responsible for notifying the state and local health departments.
  - b. "If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary"
  - c. Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
  - d. Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, and remote controls) used by the ill person(s), focusing especially on frequently touched surfaces.
- 14. "Building Use Agreements" will be developed for external groups using the facilities e.g. Pantry, Bone Builders, Barber Shoppers, American Red Cross Blood Drive, etc.
  - a. The Pantry will be responsible for cleaning and disinfecting the pantry area in addition to maintaining a list by date of volunteers, and clients who enter the building. The list must also include phone numbers.
  - b. The "Building Use Agreements" will be submitted to her PPCFC Board for approval.

**Procedure for Cleaning and Disinfecting for Worship in the Sanctuary when started:**

1. A week before the Sunday Worship service:

- c. Place notices on the two outside doors to the Narthex that the area is under quarantine and no admittance.
  - d. Place notice on the doors from the Fellowship hall to the Narthex that the area is under quarantine and there is no admittance.
- 2. On Sunday morning:
  - a. Remove the signs and unlock the East Narthex door.
  - b. The East Building exterior doors (East duplex doors, Fellowship room door, and kitchen door) will remain locked and signs placed on each door stating no admittance for the day.
- 3. Use of the bathrooms during Sunday Worship Service:
  - a. All bathrooms will be cleaned and Disinfected Friday after Pantry hours and open for use during the Sunday Worship service.
  - b. Individuals using the bathrooms during the Sunday Worship service are required to wear masks.